



4-H COUNTYWIDE PROJECT LEADER

VOLUNTEER POSITION DESCRIPTION

Morris County 4-H Program

DESCRIPTION OF THE JOB: To guide and support 4-H members with their project work. The learning experience to be structured around the special interests and abilities of the 4-H member.

PURPOSE: *Understand, support and create educational experiences that:*

- Support the positive growth and development of each youth involved.
- Develop important life skills and create opportunities for youth to learn, lead and serve.
- Involve youth in becoming competent, caring, connected, citizens of character in their community.
- Develop meaningful relationships
- Provide instruction and informed guidance through experiential learning
- Encourage participation in activities related to the 4-H project category

RESPONSIBILITIES:

- Encourage member presentations
- Complete VIP volunteer screening process.
- Assist members in selecting age/developmentally appropriate projects.
- Utilize 4-H project curriculum (when available) as the basis for project work.
- Conduct project meetings and workshops using the “Learn By Doing” hands on approach.
- Assist members with the planning, carrying out and evaluation of their project.
- Assist members with exhibits, demonstrations and the completion of their project record book.
- Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.
- Provide positive feedback to members
- Participate in volunteer training opportunities to stay current with information, learn new skills and maintain our 4-H standard of quality experiences for youth.
- Be sensitive to risks and use risk management strategies related to project work.
- Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage and family support.
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program
- Schedule project meetings on a regular basis to assist 4-H members with their project work.
- Assisting with enrollment, interpreting the project to potential members.
- Organizing the enrollees in a project group.
- Conducting a minimum of 4 hrs of instruction or 2 project meetings, workshops, tours or field trips.
- Involve experienced junior/teen leaders in teaching.
- Encouraging parents/guardians to provide appropriate project support at home.
- Giving individual support as needed to project members.
- Planning a sequence of learning experiences so that the project appeals to beginners and more advanced learners.
- Working with members with regard to records, demonstrations, exhibits or other project-related activities.
- Encouraging members to complete project work as planned.
- Helping members evaluate their progress in project area.
- Providing recognition for the accomplishments of each member.
- Working with the 4-H Agent to make arrangements for a 4-H'er to attend county, sectional, or state events.

EXPECTED RESULTS: 4-H members will participate in projects appropriate for their age and experience, and will achieve the stated objectives. They will enjoy their project experience and feel a sense of pride in their accomplishments.

QUALIFICATIONS:

- Completion of the Volunteer Information Profile process and approval by the Flint Hills District Extension Council
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth.
- A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting.
- Understanding of the developmental characteristics of youth.
- The ability to communicate effectively with youth, parents and other adult volunteers and staff.
- Belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
- A willingness to become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H, and the local 4-H program.
- Know where to find resources and information
- Ability to motivate youth
- Enthusiasm
- Be a positive role model.

TIME REQUIRED: One program year, renewable annually (Oct 1-Sept 31) A minimum of 2 project related experiences for youth during the year, varies with the project area.

REPORTING:

- Fill out Project Leader Form
- Fill out Project Meeting Report (Blue sheet).



RESOURCES AVAILABLE:

K-State Research and Extension in Morris County agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.
- Provide appropriate curriculum, newsletters, and other resource materials.
- Provide the screening required for volunteers.
- Listen to ideas to help improve the 4-H program.
- Provide appropriate recognition for leaders.

BENEFITS

- Enhance personal knowledge and skill in the project category
- Derive satisfaction from helping youth reach their full potential
- Opportunities for increasing one's own leadership skills
- Provide service to one's own community as part of the Flint Hills Extension District youth development program.

RESPONSIBLE TO: K-State Research and Extension Staff, specific 4-H club and their leaders

I will work to "Make the Best Better" through my role as a Countywide Project Leader

I will work to support volunteer efforts to "Make the Best Better" in Morris Co. 4-H

Volunteer's Signature

Date

Extension Professional Signature

K-STATE
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Flint Hills
District

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